



**United States Consulate General
Sao Paulo, Brazil
Management Notice N°: 23
Date: May 14 2012**

To: All Employees

From: Management Officer – Raymond Murphy

Subject: Vacancy – Administrative Assistant

OPEN TO: All Interested Candidates
POSITION: Administrative Assistant – FSN-7; FP-7
OPENING DATE: Monday, May 14, 2012
CLOSING DATE: Friday, May 25, 2012
WORK HOURS: Full-time; 40 hours/week
SALARY: Ordinarily Resident (OR): R\$ 44,316 annually. (Starting salary) (Position Grade: FSN-7)
U.S. Citizens EFMs: US\$ 39,994 annually. (Starting salary) (Position Grade: FP-7)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Administrative Assistant to work in the Overseas Buildings Operations (OBO) Office.

BASIC FUNCTION OF POSITION

The Administrative Assistant provides a wide range of administrative assistance to the Overseas Buildings Operations (OBO) Project Director (PD), Site Security Manager (SSM), Construction Manager (CM) and Site Security Coordinator (SSC). Incumbent is responsible for managing resources and activities including, but not limited to financial, procurement and supplies, computer network filing system, shipping and travel, personnel, among others.

Major Duties of the position:

The Overseas Buildings Operations (OBO) Administrative Assistant is responsible to assist with budget preparation and provide guidance, suggestions, and advice to OBO Project Director (PD) and OBO management staff on all budget matters including procurement, quotations, cost, and quality assurance. The Administrative Assistant is responsible for upgrading all office equipment, supplies and furnishings in order to maintain a superior business standard for the office. The incumbent conducts administrative management studies to determine the possible ways and means for effecting efficient and economic

administrative operations. Incumbent works as a liaison between OBO and Financial Management Office (FMO) for budget, personnel and procurement costs. The Administrative Assistant is also the liaison with Consulate/ Embassy contracting officer for necessary procurement actions. The incumbent is responsible to track all budgets, accounts, purchases, credit cards, procurement, and inventory. If authorized, incumbent disburses, maintains, records and reports petty-cash expenditures. The Administrative Assistant logs and records meetings with the host country and municipality building permitting for the OBO Project Director. Incumbent is responsible for drafting official correspondence to both the contractor, as well as the local government authorities, to support the construction of the consular expansion as well as coordinate and assist with the preparation of all filed office reports made to the Consul General or Embassy as appropriate and OBO Brazil. If incumbent has or obtains a security clearance at the Secret level, will be required, from time to time, to pick-up OBO cable traffic from the Consulate. Incumbent will require access to sensitive and/or classified information, on a need to know basis, as determined by the Project Director or the Site Security Manager (45%).

Organizes office computer network, manages system access control and maintains operational protocols. Establishes office files system and ensures system integrity is maintained. Administers requirements for the engineering and other professional education programs for the staff as required, and administers T&A reports to the Consulate. (25%) Incumbent serves as a personal assistant to the OBO Project Director and handles all PD's travel, general and congressional correspondence and provides support information. Handles a broad scope of exceptionally diverse matters related to OBO construction management office support activities. Functions are sometimes considered very complex such as managing the office computer network, scheduling computer maintenance, creating computer system

backups, and managing the secretarial, expeditor and driver work assignments (25%). The incumbent is required to perform other duties as needed (5%).

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Completion of secondary school is required.

EXPERIENCE: Office management work experience is required. Experience in managing/ assigning tasks to others is also required.

LANGUAGE: Level III (Good Working Knowledge) English in speaking/reading/writing is required. Level IV (Fluent) Portuguese in speaking/reading/writing is required. *Language proficiency may be tested.*

KNOWLEDGE: Incumbent must have a thorough knowledge of office management functions, services, procedures and standard information sources. Good working Knowledge of computer systems, LAN administration of electronic filing system, and knowledge of Microsoft Office package (Outlook, Excel, Word, etc). *Testing may be conducted to determine qualifications.*

SKILLS AND ABILITIES: Ability to file, research and finding supporting data from a variety of sources. Typing Level II (30 wpm) is required. *Testing may be conducted to determine qualifications.*

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS 174); **or**
 2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
 3. A current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
 4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
 5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
- 3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

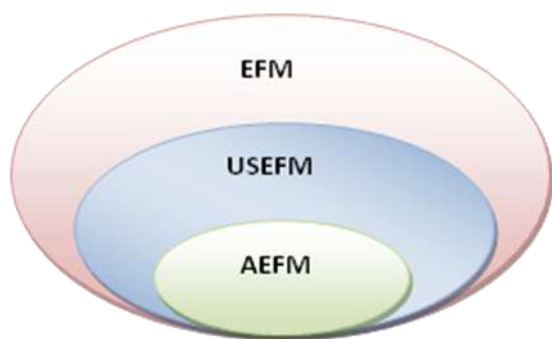
Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Email: recrutamentosaopaulo@state.gov with vacancy title; or
 Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP; or.
 Fax: (11) 5186-7475

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until

they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: Friday, May 25, 2012.

The US Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: E. Branco

Cleared: E. Heinrich

K. Ortuzar

Approved: R. Murphy